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State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



Ref. No. STCBL/HRAD/03/2024/ 951

9<sup>th</sup> July 2024

STCBL is pleased to announce the following vacancies for immediate recruitment:

S N	Position of the vacant post	Grade	Slot	Qualification	Employment type	Experience	Pay and Benefits	Placement
1	Sales Executive IV (Re-Vacancy)	15	1	Class XII pass	Regular	Minimum 3 years of experience in relevant field (Spares Parts)	Pay scale- 13,375-335-20,075 (Basic Pay Nu. 13,375 + 20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other benefits: As per SRR 2018	Tata Division – Tata Spare Unit, Regional Office, Phuntsholing
2	Clerk II (Cashier/ Revenue)	16	1	Class XII (Commerce)	Regular	Preference shall be given to those with experience in relevant field.	Pay scale – 12,160 – 305-18,260 (Basic Pay Nu. 12,160.00) +20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other Benefits: As per SRR 2018.	Petroleum Division – Nobding FRO, Wangdue Phodrang.
3	Fuel Pump Operator	19	3	Class VIII pass	Regular	Fresh	Pay scale- 9,135-230-13,735 (Basic Pay Nu. 9,135.00 + 20% Corporate allowance on basic pay and 60% Fixed Allowance on basic pay). Other Benefits: As per SRR 2018	Petroleum Division – Samtenling FRO, Sarpang and Dagana FRO, Dagana

Interested candidates fulfilling the required eligibility criteria may apply online on or before **22<sup>nd</sup> July 2024** in the link mentioned below:

1. Fuel Pump Operator - <https://forms.gle/ZhEo2dQtAecQpPZ96>
2. Sales Executive IV-<https://forms.gle/8qTTM73UyDoYobjVA>
3. Clerk II (Cashier/ Revenue)- <https://forms.gle/EkVdPF6M34tn5qMB7>

The following documents are required for your application:

1. Resume;
2. Valid Medical Certificate;
3. Citizenship ID Card (both front and back);
4. Security Clearance Certificate;
5. Copies of relevant Academic Transcripts and Course Completion Certificates;
6. Previous Work Experience Certificates (if applicable);
7. Training Certificates (if applicable); and





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8. No Objection Certificate if employed.

**Important Note:**

- Only short-listed candidates will be notified through STCB website: [www.stcb.bt](http://www.stcb.bt).
- All scanned documents should be less than 2MB.
- STCBL will not receive any physical application.
- We will accept the vacancy application through the above links only.

For any inquiries, contact HRAD during the office hours at toll free no. 1980/1940 (Extension - 114)/PBAX - 02-322953/ 05-252332.

